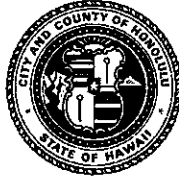


**OFFICE OF THE MAYOR
CITY AND COUNTY OF HONOLULU**

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KIRK CALDWELL
MAYOR

ROY K. AMEMIYA, JR.
MANAGING DIRECTOR

GEORGETTE T. DEEMER
DEPUTY MANAGING DIRECTOR

February 15, 2018

The Honorable Ron Menor
Chair and Presiding Officer
and Members
Honolulu City Council
City and County of Honolulu
530 South King Street, Room 202
Honolulu, Hawaii 96813-3065

Dear Chair Menor and Councilmembers:

This is to inform you that I will be traveling out-of-state from the evening of February 15, 2018 and returning to Honolulu on the evening of February 21, 2018.

In my absence, Roy K. Amemiya, Jr., Managing Director will be Acting Mayor.

Sincerely,

A handwritten signature in black ink, appearing to read "Kirk Caldwell", is written over a horizontal line.

Kirk Caldwell

18 FEB 15 PM 4:12 CITY CLERK